

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **COUNTY FACILITIES**

DATE: JANUARY 24, 2006

Committee Members Present:	Frank Morehouse, Superintendent of Buildings
Supervisors Haskell	William Remington, Superintendent, Dept. of
O'Connor	Public Works
F. Thomas	William Lamy, Deputy Superintendent, Dept. of
Champagne	Public Works
VanNess	William Thomas, Chairman
Geraghty	Joan Parsons, Administrator/Clerk
Girard	Paul Dusek, County Attorney
	Michael Barody, Supervisor
	Wayne LaMothe, Assistant Director, Planning
	and Community Development
	Mary Beth Casey, Board of Elections
	Commissioner
	William Montfort, Board of Elections
	Commissioner
	Carlene A. Ramsey, Sr. Legislative Office Specialist

Mr. Haskell called the meeting to order at 11:45 a.m.

Motion was made by Mr. O'Connor, seconded by Mr. F. Thomas and carried unanimously to approve the minutes of the previous meeting, subject to correction by the Clerk.

Frank Morehouse, Superintendent of Buildings, distributed an Agenda packet to each of the Committee members and a copy is on file with the minutes.

Mr. Haskell reported an incident had recently occurred at the Countryside Adult Home that he felt should have immediate attention. He explained the septic system had suffered some serious breakdowns over the holiday period. The temporary repair, he noted, was not expected to last beyond a few months.

At the request of Chairman Haskell, motion was made by Mr. O'Connor and seconded by Mr. F. Thomas to authorize Mr. Lamy to immediately begin work on the replacement septic system.

William Lamy, Deputy Superintendent, Dept. of Public Works, provided an in-depth explanation of the needed repairs. He stated he could easily design the new system to be installed, yet he was concerned who the Board would prefer to perform the work. He explained the work could be done by the County employees, however, he pointed out, those same employees would then not be available for highway projects.

On the other hand, Mr. Lamy stated, if the Board would prefer to hire an outside contractor to perform the work the design work should also be done outside as well.

He clarified that the design process to prepare the bid specifications was not something he felt the DPW staff had time to work on, in view of the existing work load.

Responding to questions from various Supervisors, Mr. Lamy estimated the project would take at least a month to complete as he expounded on the scope of the project. The current septic system was repaired in 1991 with a "band aid" and, he declared, it needed to be completely replaced, at an estimated cost of 50,000 to \$100,000.

Mr. Champagne commented that he normally supported in-house work, as much as possible. However, in view of other recent projects at the Countryside Adult Home, he said he felt, the health and safety issues with a septic system warranted the attention of experts in the field.

Mr. Remington declared the project was actually larger than just one septic system. He noted the project tied into the Warrensburg water system and drinking water wells existed a significant distance below the Countryside Adult Home.

Responding to Mr. Haskell's question, Mr. Remington concurred the project was at an emergency status, even though it was "working" at the present time. However, he said he did not want to rush with a quick-fix, but rather take the time to engineer it correctly. He observed that would take some time and he encouraged the Committee to move quickly on hiring someone to engineer the project.

Mr. Remington pointed out the County had two engineering firms already on contract, (Rist Frost and Carl Schroeder), which meant an RFP (request for proposal) would not be required for emergency repairs.

Following a brief discussion, Messrs. O'Connor and F. Thomas agreed to rescind their original motion to give the project to Mr. Lamy's staff.

Motion was made by Mr. Champagne and seconded by Mr. O'Connor to authorize Mr. Lamy to contact both engineering firms, determine which firm was most suitable/available for the project, and commence the replacement septic system for Countryside Adult Home.

Mr. O'Connor cautioned that if neither of the two firms were available, he wanted to be sure Mr. Lamy had direction on how to proceed, immediately, and keep the project moving.

Responding to Mr. Haskell's questions, Mr. Lamy explained the engineering firm would probably need at least 30 days to conduct the site tests, and work up the specifications. He estimated the design could be ready to issue an RFP for construction bids by early March, so that the construction could be started as soon as the ground was ready.

Mr. Haskell called the question and motion was carried unanimously.

Mr. Haskell pointed out that a Capital Project would need to be created to cover the costs of the project.

Motion was made by Mr. O'Connor, seconded by Mr. F. Thomas and carried unanimously to authorize a Capital Project be established in the amount of \$20,000 for the design and engineering of a septic system replacement for Countryside Adult Home (H261.9550 280); and authorized the request be forwarded to the Finance Committee for consideration. A copy of the resolution request form is on file with the minutes.

Returning to Agenda review, Mr. Haskell acknowledged the County Attorney was in attendance and suggested the Committee move to the items requiring Mr. Dusek's comments.

At Agenda Item 2B) Health & Human Services building, Mr. Morehouse reported Foit-Albert Associates had completed the cost projection (included in the Agenda packet at 2B). He noted the 30-year building design of 74,070 square feet would cost \$16 Million, and the 10-year building design, with today's space allotment, would cost approximately \$14 Million.

Motion was made by Mr. F. Thomas, seconded by Mr. Geraghty and carried unanimously to select the 30-year design and to authorize Mr. Remington to move ahead with the project.

Mr. Remington clarified the next step would be to direct Foit-Albert to finalize the floor plans and develop the bid specifications. He said he felt 30 days was a reasonable time-span for the work to be completed.

Mrs. Parsons encouraged the Committee members to consider a project structure similar to the jail construction, where the design and construction were incorporated together.

Mr. Dusek responded as he stated he understood Mr. Remington was at the feasibility stage of the project. He noted that Foit-Albert had been hired for the feasibility study, only, which meant a new RFP would be needed to move to the engineering phase. Mr. Dusek recommended having one engineer take the project from design through construction, rather than having Foit-Albert do the preliminary design and then hiring a second firm for a final design. He noted such a procedure had worked quite well on the Corrections Facility construction.

Mr. Dusek expounded the steps to follow would be to: 1) issue an RFP for the engineering firm; 2) simultaneously issue an RFP for project manager; and 3) appoint a contact person at the County level. That way, he noted the engineer would do all the plans, the project manager would be able to coordinate contracts with the engineer, and the project would essentially be self-running. He explained that by having the project manager in place early on, the engineering firm could consult with them as the designs were being drawn up.

Following a brief discussion, motion was made by Mr. O'Connor, seconded by Mr. F. Thomas and carried unanimously to authorize the RFP specifications be prepared for both the engineer and project manager for the Health and Human Services building.

Mr. O'Connor reminded the Committee that discussions had been held with regard to the new building having sufficient space to rent to the Council for Prevention. Mr. Remington said it was his understanding the Council had requested 400 square feet.

Mrs. Parsons said it was her understanding the Council was only interested in renting space, rather than building its own structure. Mr. O'Connor concurred.

Following further discussion, it was the consensus of the committee the Health and Human Services building would be designed to incorporate the square footage required by the Council for Prevention, with the intent to lease the space to the Council.

Mr. Dusek noted the Committee would need to establish a capital project for the design of the Health and Human Services building, once the RFP's have been drafted and approved.

Messrs. Dusek and Barody left the meeting at 12:10 p.m.

Returning to Agenda review at 2A) Courts, Mr. Morehouse apprised that 2C and 2D were inter-connected. He reported that Judge Krogmann had expressed a sincere interest in taking over the second floor of the municipal center, as Mr. Morehouse directed attention to the floor plan included with the Agenda packet.

Mr. Morehouse explained that the Cooling Tower Replacement project would be contingent upon what type of other construction the County planned for the municipal center.

Mr. Remington commented that the Co-Gen construction would also be impacted by other construction at the center. He declared he would like to make a recommendation to the Committee, as follows:

- ✓ Scrap the Board Room renovation project and have the courts move to the 2nd floor;
- ✓ Build an addition on the Municipal Center as the new the home for the current 2nd floor operations (possibly on the back of the building either by the cooling tower or near the Public Health Offices,
- ✓ Seriously look at installing Co-Gen, integrated with the new cooling tower and the cooling system,
- ✓ Take the 1st floor jail space for the voting machines
- ✓ Get all of the storage out of the basement (in the old jail), get the print shop out (of the current location) and get room for the print shop in the bottom part of the jail,
- ✓ Take the top part of the jail for storage of items,
- ✓ Take the women's section of the jail for use as a meeting training room and bid

the whole project together.

Mr. Haskell observed that while he liked Mr. Remington's suggestions, if the addition were built on the front of the building, the Tourism Department could be relocated in the new structure, as well.

Discussion ensued.

Mr. Remington estimated the total square footage required in the new structure would be approximately 15,000. Mr. Haskell said he felt a 30-year projection might bring the requirements to 20,000 sq. ft.

Responding to Mr. Haskell's question, Mr. Morehouse explained that Judge Krogmann had expressed an interest in both the first and second floors of building 5 of the municipal center.

Mr. Remington said he felt the Capital Project for the Board Room re-design [Capital Project No. H.112.9550.280 County Center Furnishings & Renovations] had enough funds left to cover Foit-Albert's preliminary study for the project as he suggested. He stated he would like to amend his recommendation to include:

- ✓ The 20,000 sq. ft. addition shall be on the front of the Municipal Center building;
- ✓ The Tourism Department shall be included in the new addition.

Mr. Stec encouraged the Committee to bear in mind the addition should blend with the existing structure.

It was the consensus of the Committee that Mr. Remington would work with Foit-Albert and bring a preliminary design (with line drawings, etc. on the front addition) to the next meeting.

Mr. Remington explained that he would also like to consult with Siemens Building Technologies on the Co-Gen at the next meeting as well. He noted the cooling tower discussion would be put on hold until after the next meeting.

Returning to Agenda Item 3A) Personnel Request, Mr. Remington reported there was a vacancy due to a resignation and he presented a request to fill the vacant position.

Motion was made by Mr. Champagne, seconded by Mr. Geraghty and carried unanimously to authorize the request to fill a vacant position be forwarded to the Personnel Committee. A copy of the request form is on file with the minutes.

At Agenda Item 3B) Board of Elections, privilege of the floor was extended to Mary Beth Casey, Election Commissioner, who distributed a handout to the Committee members and a copy is on file with the minutes.

Mrs. Casey reminded the Committee members of the new State mandate regarding Centralized Voting Machine Facilities. She reported her Office was currently working on securing inter-municipal agreements with each of the Towns to maintain possession of the old voting machines. She commended Mr. Montfort on all of the work he had performed to determine exactly how much space would be required.

William Montfort, Election Commissioner, explained he had conducted a space-needs test with just 24 of the 76 machines, and determined 24 machines required 4,600 square feet. He said he felt the new machines would require 3 times the space available in the old jail's basement. He explained the regulations specified a 5-foot aisle on one side and a 3-foot aisle at the back of the machine, and all machines had to be accessible for public viewing. In addition, he stated, the batteries on each machine had to be recharged and tested every 3 months.

Mr. Montfort also expressed his concerns with the existing elevator at the old jail, since it would hold only one machine at a time, and there were 76 machines to be moved within a short period of time. Also of concern, he noted, was the new requirements to store voting records. Ms. Casey explained the retention requirements had increased along with the security requirements.

Ms. Casey pointed out the 76 machines would need to be distributed to the 69 districts throughout the County on the day before election and then retrieved the following day, to maintain security. As the machines were being moved about, she said, a close inventory would need to be maintained, as to which machine was on what truck and where it was going, so as to prevent a break in the chain of custody.

Ms. Casey clarified that a number of the voting sites were located within public buildings such as schools, fire houses, etc. and could no longer be left unattended at the site. The tighter security measures therefore required distribution and retrieval within one day of the election.

Mr. Morehouse estimated that each floor of the old jail had approximately 4-5,000 sq. ft.

Following an extensive discussion, it was determined the 1st floor of the old jail may be the best location for the voting machines, which would eliminate concerns with the elevator system. It was the consensus of the Committee that Messrs. Remington and Morehouse would meet with Foit-Albert to draw up preliminary renovation plans as follows:

1. 1st floor of the jail for the voting machines; and
2. former women's section for the Print Shop, etc. instead of a meeting room.

Responding to questions from various Supervisors, Ms. Casey explained that certain areas in New York State have already been centralized, such as New York City. Other counties, she noted, were doing the same "double tracking" as Warren County was planning to do. She also confirmed an Intermunicipal Agreement had been sent to

each of the Town Supervisors to ensure the Towns would keep the old machines locked, for security purposes, for a full calendar year after the new machines arrive. Afterwards, she stated the old machines could be passed on to the school districts, or whatever.

General discussion ensued.

Mr. Wm. Thomas left the meeting at 12:35 p.m.

Mr. Haskell pointed out the County had recently obtained title to property near the airport which may or may not be a suitable alternative to house the machines. Mr. Remington confirmed he would check the feasibility of said property.

Returning to Agenda review at Item 4, privilege of the floor was granted to Wayne LaMothe, Assistant Director of the Planning and Community Development Department. He reminded the Committee his Department handled the 911 addressing requirements. As a result, he reported the County's insurance carrier had recently notified the Self-Insurance Department that the Municipal Center Annex Building (Social Services) needed to be assigned its own 911 address and his Department became involved. Currently, he remarked, the driveway/entrance to the Annex Building was an unnamed private driveway and the Municipal Center address (of 1340 State Route 9) was listed as its address. Therefore, Mr. LaMothe presented a request that a name be selected for the driveway/entrance so a proper address could be assigned.

Mr. Haskell suggested the driveway/entrance could be named in honor of Chairman Thomas' wife, Carol Thomas. He said he felt it would be a nice tribute to Chairman Thomas and his wife.

Mr. Thomas re-entered the meeting at 12:40 p.m.

Mr. Haskell briefly reviewed the current discussion on the floor and announced the Committee would like permission to name the entrance "Carol Thomas Lane."

Mr. Thomas extended his appreciation to the Committee and he granted his permission for the use of his wife's name.

Motion was made by Mr. Girard, seconded by Mr. O'Connor and carried unanimously to approve the driveway/entrance to the Municipal Center Annex Building be identified as a roadway in compliance with 911 regulations and said roadway shall be named "Carol Thomas Lane," and authorized a resolution be prepared for the February 17th Board meeting. A copy of the request form is on file with the minutes.

Mr. LaMothe left the meeting at 12:41 p.m.

Returning to Agenda Item 3c, Mr. Morehouse explained the photo identification system had originally been purchased with Homeland Security funds through the Sheriff's

Office. Recently, he said, the equipment had been transferred to Buildings and Grounds and the service contract had expired as of December 2005. Therefore, he presented a request to renew the service contract in the amount of \$2,245 and would cover December 2, 2005 through December 1, 2006.

Motion was made by Mr. Champagne, seconded by Mr. F. Thomas and carried unanimously to authorize the service contract renewal as presented, and to authorize a resolution be prepared for the February 17th Board meeting. A copy of the request form is on file with the minutes.

Turning to Agenda Item 3D, Canopy for Bench, Mr. Haskell reported that several Supervisors had expressed concerns over the public bench near the bus stop at the main entrance to the Municipal Center. He pointed out that County residents who traveled by bus had no sheltered area to wait for the next bus to arrive.

Mr. Morehouse explained he had done some preliminary research into the matter and found three standard designs, a domed roof, barrel roof and a ridge roof. He noted a 7 foot by 5 foot canopy would run between \$3,000 to \$6,000.

Mr. Barody returned to the meeting and Mr. Stec entered at 12:45 p.m.

Following a brief discussion, it was determined a moveable structure could be installed. Motion was made by Mr. O'Connor, seconded by Mr. F. Thomas and carried unanimously to authorize the construction of a bus stop canopy. Since there were no funds in the 2006 Budget, the Committee authorized the request to be forwarded to the Finance Committee to determine the source of funds. A copy of the request is on file with the minutes.

Returning to Agenda Item 3E Annex Generator, Mr. Remington pointed out the Annex Building now used the natural gas Co-Gen facility, with a back-up diesel generator for emergencies. He noted an old diesel generator was also at the site, yet was no longer needed at the facility. However, he noted the DPW maintenance shop, in Warrensburg, did not have a back-up generator and he suggested the generator could be moved.

Following a brief discussion, motion was made by Mr. Champagne and seconded by Mr. O'Connor to approve the old back-up generator at the Annex Building be moved to the Warrensburg DPW maintenance shop.

Mr. Remington confirmed that most of the relocation work could be done in-house. Mr. Morehouse pointed out the construction of the new building would require the generator be removed at some point in the near future.

Mr. Remington stated he would first confirm the Annex Building facilities would be adequately covered by the other diesel generator, before any work would be started to relocate the generator in question.

Returning to Agenda review at Item 3F, Taxes on the Municipal Center, Mr. Remington explained the 2006 Town of Queensbury Sewer Tax bill had been received. He reminded the Committee the new jail was tied into the Municipal Center sewer lines and was therefore included on the Sewer bill. Although the bill has been paid through the Buildings and Grounds Budget, he said, he apprised the \$20,000 increase had not been part of his 2006 Budget.

Mrs. Parsons explained the Route 9 Sewer had not been completed in time to be factored into the 2005 billing. Since that time, she stated the number of units on the Town of Queensbury system had increased by only 300. However, she noted the amount to be raised by sewer tax had increased by over \$200,000 which resulted in a larger burden on all of the units. Now that the project was complete, she said she felt the taxes would be more stable in the coming year.

Mr. Remington stated he wanted to bring the matter to the attention of the Committee in the event his Budget ran short later in the year.

Returning to Agenda Item 3G, Cost Control Associates, Mr. Morehouse reminded the Committee that Cost Control Associates had previously worked with his Department to review the various energy bills. In the event the firm locates an area where the County could take advantage of a savings, the firm retains a certain percentage of the savings as its fee for services. He noted that Cost Control Associates was now on the State contract list and he presented a request to authorize a contract with Cost Control Associates for audit review of energy invoices.

Motion was made by Mr. Champagne, seconded by Mr. F. Thomas and carried unanimously to authorize the request as presented and to authorize a resolution be prepared for the February 17th Board meeting. A copy of the request form is on file with the minutes.

As one final item of business, Mr. Haskell reported he and Mr. Morehouse had recently discussed the various projects on the 2006 agenda. He noted that Mr. Morehouse had drafted a list of the projects. Mr. Haskell read from the list and noted the following:

- Health and Human Services Building
- Court Space needs
- Old jail house issues
- Cooling Tower
- Co-Gen Project
- Asbestos Abatement
- Renovation of Motor Vehicles
- County Attorney
- District Attorney
- Carpeting and painting the Courts
- Windows at Countryside Adult Home

Mr. Haskell pointed out the Committee had just added the Municipal Center Addition

to the agenda, as well. He said this was why he was requesting time frames so the Committee could keep track of all the active projects. He noted he would like Mr. Morehouse to provide this list to each of the Committee members, along with the time frames and the next required action.

Following a brief discussion it was determined the list of projects should also include a "new building at the Fish Hatchery site for Soil and Water Conservation."

In addition, Mr. Haskell said he would like to see a list of each of the buildings, the staff assigned to each one (position titles, not names of individuals), and who the staff reports to.

Mr. VanNess entered the meeting at 12:54 p.m.

There being no further business to come before the Committee, on motion by Mr. Champagne, and seconded by Mr. Garaghty, Mr. Haskell adjourned the meeting at 1:00 p.m.

Respectively submitted by
Carlene Ramsey, Sr. Legislative Office Specialist